



November 17, 2020

Craig Manley, Chief Administration Officer

The Corporation of Haldimand County  
Haldimand County Administration Building  
53 Thorburn Street South  
Cayuga Ontario N0A 1E0

Dear: Mr. Manley

### **Audit Findings**

This letter has been prepared to assist you with your review of the financial statements of The Corporation of Haldimand County for the period ending December 31, 2019.

### **Significant Matters Arising**

#### ***Changes to Audit Plan***

There were no changes to the audit plan (as previously presented to you).

#### ***Other Matters***

We have not identified any other significant matters that we wish to bring to your attention at this time.

### **Significant Difficulties Encountered**

There were no significant difficulties encountered during our audit.

### **Comments on Accounting Practices**

#### ***Accounting Policies***

The significant accounting policies used by the entity are outlined in Note 2 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

### **Significant Accounting Estimates**

The following significant estimates/judgments are contained in the financial statements:

- Allowance for doubtful accounts
- Value of inventory
- Accrued liabilities
- Deferred revenue
- Book value of tangible capital assets

85 Robinson Street  
Simcoe, ON N3Y 1W7  
Phone (519) 426-1606  
(800) 505-5551

148 Church Street W.  
Delhi, ON N4B 1W1  
Phone (519) 582-3110  
(888) 241-9747

24 Harvey Street  
Tillsonburg, ON N4G 3J8  
Phone (519) 688-9991  
(888) 242-9802

4 Stover Street S., P.O. Box 669  
Norwich, ON N0J 1P0  
Phone (519) 863-3554  
(888) 242-9947

- Employee benefits liability
- Solid waste landfill closure and post-closure liability

Certain accounting estimates are particularly sensitive because they involve a significant degree of judgment and may have a range of possible outcomes. Significant accounting estimates exist for the County in the determination of the employment benefits liability. Four areas of employment benefits where estimates are involved are worker's compensation (WSIB), post employment benefits (i.e. health, dental and life insurance), vested sick leave and unvested sick leave. In 2019 Haldimand County hired an actuary to conduct an actuarial evaluation to calculate an estimate for the WSIB liability, post employment benefits, vested and unvested sick leave liabilities and these estimates have been reflected in the financial statements.

The solid waste landfill closure and post-closure liability, that relates to the shared Tom Howe landfill site and Canborough landfill site, is a significant estimate. Haldimand County hired an actuary in 2009 to perform an actuarial evaluation of the landfill closure and post-closure costs. Since then, a Haldimand County employee performs periodic evaluations and estimates the landfill closure and post-closure costs based on the 2009 actuarial evaluation. In 2019 Haldimand County hired a consultant to provide third-party support for the estimates of the landfill closure and post-closure costs. The results of this investigation have been reflected in the financial statements.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

### **Deficiencies in Internal Control**

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

A portion of the TCA subledger and general ledger are not being reconciled during the year which caused a year end debit adjustment to the statement of operations of approximately \$10,000,000 (2018 had a net debit adjustment of approximately \$7,800,000). This adjustment is required to record costs and revenue accounted for within the TCA subledger but not yet recorded in the general ledger. We recommend that the TCA subledger and general ledger become interfaced, which would eliminate the need for any reconciling adjustment. In the mean time, we recommend that the TCA subledger and general ledger are reviewed quarterly at a minimum and this reconciling adjustment is made on a quarterly basis to reduce the impact at year end. We recommend this be implemented as soon as possible as reconciliations are an important control and the adjustments could affect key performance indicators.

### **Written Representations**

In a separate communication, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards.

### **Other Audit Matters of Governance Interest**

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you

and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of The Corporation of Haldimand County to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

**Millard, Rouse & Rosebrugh LLP**  
*Chartered Professional Accountants*

A handwritten signature in black ink that reads "D. Latta". The signature is written in a cursive, slightly stylized font.

Dianne Latta, CPA, CA  
on behalf of Diane Latta CPA Professional Corporation  
Partner

c.c. Mark Merritt, General Manager of Financial and Data Services - Chief Financial Officer, and Charmaine Corlis, Treasurer



November 17, 2020

Craig Manley, Chief Administration Officer

The Corporation of Haldimand County  
Haldimand County Administration Building  
53 Thorburn Street South  
Cayuga Ontario N0A 1E0

Dear: Mr. Manley

## **Audit Findings**

This letter has been prepared to assist you with your review of the financial statements of the Trust Funds of The Corporation of Haldimand County for the period ending December 31, 2019.

## **Significant Matters Arising**

### ***Changes to Audit Plan***

There were no changes to the audit plan (as previously presented to you).

### ***Other Matters***

We have not identified any other significant matters that we wish to bring to your attention at this time.

## **Significant Difficulties Encountered**

There were no significant difficulties encountered during our audit.

## **Comments on Accounting Practices**

### ***Accounting Policies***

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

### ***Significant Accounting Estimates***

We did not encounter any problems with management's estimates during the course of our audit.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

## **Deficiencies in Internal Control**

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a

85 Robinson Street  
Simcoe, ON N3Y 1W7  
Phone (519) 426-1606  
(800) 505-5551

148 Church Street W.  
Delhi, ON N4B 1W1  
Phone (519) 582-3110  
(888) 241-9747

24 Harvey Street  
Tillsonburg, ON N4G 3J8  
Phone (519) 688-9991  
(888) 242-9802

4 Stover Street S., P.O. Box 669  
Norwich, ON N0J 1P0  
Phone (519) 863-3554  
(888) 242-9947

control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

### **Written Representations**

In a separate communication, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards.

### **Other Audit Matters of Governance Interest**

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of The Corporation of Haldimand County to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

**Millard, Rouse & Rosebrugh LLP**  
*Chartered Professional Accountants*



Dianne Latta, CPA, CA  
on behalf of Diane Latta CPA Professional Corporation  
Partner

c.c. Mark Merritt, General Manager of Financial and Data Services - Chief Financial Officer, and Charmaine Corlis, Treasurer